

Applicant Information

Event Coordinator Name

Jessica Poch

Phone

920-766-0186

Email

office@stignatiuskaukauna.org

Phone Number for day of the event

920-470-9343

Organization Information

Sponsoring Organization's Name

St. Ignatius Catholic School

Organization Address

220 Doty St.

Kaukauna, Wisconsin 54130

Are you a 501(3) C Organization?

No

Will alcohol be sold? (Must be a qualifying non-profit organization, see application in the above checklist)

No

Event Information

Name of event

Trunk N Treat

How long is your event?

My event is one day only

Date of the Event

October 30, 2026

Event start time (include set up time)

5:00 PM

End time (include take down time)

7:00 PM

Total anticipated attendance for event (Please include attendees and staff, volunteers, vendors, etc.)

300

Describe your event and its purpose

To allow our students and the community to come to a safe fun trick n treating event

Do you have a certificate of insurance for your event? (For events larger than 249 people and/or events that require street closure)

Yes

If you have it, please upload a copy of your certificate of insurance here. If you will be getting it from your insurance company in the future, please email to specialevents@kaukauna.gov once you have it. Community Enrichment staff will reach out to each organization to verify their certificate of insurance.

Health Department

Will food be prepared and/or served at the event?

Yes

Fire Department Information 920.766.6320

Will you use portable commercial cooking equipment, or electrical appliances that draw high amperage?

No

Will you use a tent bigger than 400 square-feet?

No

Police Department and Street Closures 920.766.6337

Will alcohol be served at your event?

No

Are you requiring street closures for your event?

Yes

Will your event be inside or outside?

Outside

Please upload a map/route/location

If having a park event, did you reserve the park?

No

Event Activities

What type of activities will be part of your event (please check all that apply):

There will be precooked burgers and brats. Along with chips and an vegetable.

Additional Services & Equipment

Select all that apply:

Barricades (\$2 per barricade per day)

How many barricades do you need?

4

I have read the guidelines and policy and agree to the terms within.

Signature

A handwritten signature in black ink, appearing to read "Jessica Poon". The signature is written in a cursive, flowing style.